



## AEIF Proposal Questions

### About your project

<b>Project Title:</b> Enter the name of your project below.
<b>Primary Location:</b> Select the primary country where project activities will take place from the drop down below. If the project will taking place in multiple cities, states, or provinces within the same country, please enter all locations separated by comma.
Country: City/Town: State/Province:
Are there additional locations where your project will take place? Yes / No If Yes, you may add up to 5 additional countries in the online form.
<b>Which theme does your project address?</b> Select only one theme. <ul style="list-style-type: none"><li>– Fostering Economic Prosperity</li><li>– Building Civic Participation, Good Governance, and Resilient Communities</li><li>– Advancing Science, Technology, Health and Innovation</li><li>– Promoting Inclusion and Educational Opportunity</li><li>– Empowering Women and Girls</li></ul>

*All proposals must be submitted through the online application form.  
Project proposals and budgets sent via email will not be accepted.*

**What is the challenge or need that your project will address?  
What innovative methods will you use?**

**Describe the specific need or challenge that your team will address with this project.**  
(3-5 sentences; 150 word limit)

**Briefly describe your specific solution or approach to address the need or challenge and explain why it is innovative. Include quantitative information where possible.** (150 word limit)

**How will the project impact your community? What impact or changes (in people, institutions, attitudes, practices) will you see?** (300 word limit)

**Who will be involved?**

**Beneficiaries:** Describe the groups or communities your project targets. How many people will directly benefit from your project? (200 word limit)

**Local partners:** List your project partners and explain their specific responsibilities. Please note if you have an existing relationship with your partner organization(s) and describe their role in the project. If you do not have an existing relationship, how do you anticipate establishing a partnership with the organization(s)? (500 word limit)

**Alumni Team: You must have no fewer than three alumni team members (this number includes the team leader).**

**Please enter the first name, last name, e-mail address, exchange program, and country of citizenship of each team member. Please indicate the roles and responsibilities of the team leader and all team members. What experience or knowledge does the alumnus/a have to fulfill the assigned role? Which activities will they manage?**

**Team Leader (You)** How will you contribute to the implementation of the project? (200 word limit)

<b>Team Member 2</b>
First Name: Last Name: Exchange Program: Email: Country From: How will this member contribute to the project? (200 word limit)
<b>Team Member 3</b>
First Name: Last Name: Exchange Program: Email: Country From: How will this member contribute to the project? (200 word limit)
<b>Are there additional team members? Yes / No</b>
(If Yes is selected above, the team leader will have to enter the same information above for each additional member, up to 10 total)

### How and when will you implement your project?

<b>Implementation Plan and Timeline:</b> How will you actually make this happen? Outline the proposed steps for implementation, including the timeframe for each major activity. List proposed dates (month, quarter, etc.) for each major activity. Include quantitative information about participants and activities. Include the specific responsibilities of the alumni team. (750 word limit)
<b>Communication Plan:</b> How will you promote your project? Include social media, websites, print news, or other forms of media you intend to use to share information about your project to beneficiaries and the public. (500 word limit)
<b>Evaluation:</b> How will you evaluate the success/impact of the project? Explain any tools or methods you will utilize to measure results. (i.e. surveys, interviews, focus groups, meetings, analytics, metrics, etc.) (350 word limit)
<b>Sustainability:</b> How do you plan to ensure that the impact of the project continues beyond the initial year of funding? (300 word limit)

List any website or social media platform or account for your project in the fields below:  
(Optional)

Website:  
Facebook:  
Twitter:  
Instagram:  
Youtube:  
Other:

### Funding Information and Budget Justification

**Total funding requested:** Alumni can request from \$5,000 to \$25,000 in support of their project. Please enter only whole numbers in USD (i.e. "5,000").

\$

#### Budget Justification

In this section, refer to your budget form and in the fields below **explain how these costs are necessary for the activities in your project** and also provide **details about how you arrived at the calculations** for both the costs you are requesting from AEIF and also for cost share/in-kind support. If your budget has no costs associated with a category, please write **"N/A"** in the field. See example here.

Venue	
Promotional Items	
Meals & Beverages	
Speaker Fees	
Lodging & Per Diem	
Travel	
Supplies, Materials and Equipment	
Other	